

# How to use your Inspection Reports

# - Northstar Fire & Alarm A Division of Shambaugh

An EMCOR Company

#### **GETTING REPORTS**

- > Go to https://northstarfire.com/ services/building-and-fire-servicereports and select ACCESS YOUR BUILDING AND FIRE SERVICE REPORTS
- > This will open the login page for your inspection report(s). Enter the user ID and password supplied by your Northstar Fire Protection inspectors.
- > Once logged in, select the Get My Reports icon from the navigation. This will bring up the Inspection Log search page.

#### Searching for an Inspection Log

- Select the tab at the top of the page that corresponds with the report type you are looking for. Example device types found under each tab include:
  - > FireScan fire alarms
  - > SafetyScan extinguishers
  - > SuppressionScan hood systems, dry systems
  - > BRForms custom forms
  - > SprinklerScan sprinklers
- 2. Type the name of the building in the field below the tabs and a list of matching buildings will automatically populate in the results list below.

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**Building Name** 

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<u></u>	Building ID	Report Type	Status	Building Name	Inspection	ID - Inspection Ident	ifi Sync. Date	Inspection State		Fr
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ES'	332419	Shambaugh SprinklerScan Report	· •	Elisabeth Ludeman Center - Building 4	3541088	1	10/28/2024		•	<u>A</u>
1	332420	Shambaugh SprinklerScan Report	· •	Elisabeth Ludeman Center - Building 5	3541087		10/28/2024		•	A
6	B 332421	Shambaugh SprinklerScan Report	· -	Elisabeth Ludeman Center - Building 6	3541086		10/28/2024		•	Ar
4	<sup>H</sup> <u>332422</u>	Shambaugh SprinklerScan Report	·	Elisabeth Ludeman Center - Building 7	3541065		10/28/2024		•	â:
1	<sup>H</sup> <u>332423</u>	Shambaugh SprinklerScan Report	· •	Elisabeth Ludeman Center - Building 8	3541084		10/28/2024		•	A
1	B 332424	Shambaugh SprinklerScan Report	· •	Elisabeth Ludeman Center - Building 9	3541083		10/28/2024		•	Ar
	332425	Shambaugh SprinklerScan Report	· •	Elisabeth Ludeman Center - Building 10	3541082		10/28/2024		•	
	<sup>8</sup> <u>1698634</u>	Shambaugh SprinklerScan Report	-	Third Coast Logistics Building 3	Control on M. Planchara M. Control de					
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	<sup>iii</sup> <u>1457375</u>	Shambaugh SprinklerScan Report -	-	York Container - Midwest			f 445 🗼	× N 2		
	405613	Shambaugh SprinklerScan Report		DHL Supply Chain (Edgelawn)	Id d	Page 1 of	f 445 🛛 🕨	N R		
	405621	Shambaugh SprinklerScan Report	-	DHL Supply Chain (Indian Trail)	Bui	Iding ID Rep	oort Type			
1	<sup>8</sup> 405622	Shambaugh SprinklerScan Report	-	DHL Supply Chain (Sullivan)	± 33	2417 Sha	mbaugh Spr	inklerScan Rep	ort	Ξ,
	1536487	Shambaugh SprinklerScan Report	-	Amazon HMW3 (Venture One)		<u></u> 010	inibudgir opi	inderbearriep	010	
	682617	Shambaugh SprinklerScan Report	-	Amazon MDW4 (National)	± <u>33</u>	2419 Sha	ambaugh Spr	inklerScan Rep	ort	
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6	1694952	Shambaugh SprinklerScan Report	-	Bridge Industrial - Gully Farm 1	33	<u>2420</u> Sha	ambaugh Spr	inklerScan Rep	ort	
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### For more information contact:

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or report. *** Are you Joint							
Commission Accredited?							
Be sure to select the "FireScan							
TJC Healthcare Report" ***							
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 Each column is sortable to help you find a specific building

- **4.** Using the icons to the far right of the report, you can:
  - > E-mail the report to yourself as an attachment.
  - > Download the report in PDF format.
- 5. To view the report online, click the name in the "Building Name" column to open in a new tab. When finished, click on the X to close the tab.

The status of each report is indicated in the Inspection Log. The colored flags indicate whether there are any actions needed within your report.

- > Green = Passed; no discrepancies
- > Yellow = Passed; notes and recommendations have been found
- > Red = Failed; discrepancies were found and have not been corrected. Further action is required.
- > [Faded Color] = This is not the most recent inspection report for this building.



### **Docs in the Inspection Log**

- 1. From the welcome screen, select "Get Reports" from the top navigation.
- 2. Expand the entry for the building using the + symbol in the far left column.
- 3. To see the documents associated with that report, click the vertical Docs tab.
- 4. To see the documents in each category, click the + symbol to expand the folder. To collapse, click the symbol.

#### Printing a Formatted Copy of Your Report

While online viewing is quick and easy, you may wish to print your reports. Click on the "Download this report" link found at the top of the inspection report and save the file to your computer. The downloaded file will be a properly formatted Word document that can be printed.

#### THE ADVANTAGE

Now you can maximize efficiency, save money and reduce risk by managing critical inspection data with detailed online reports powered by BuildingReports.com—critical information at your fingertips. Just login to your secure account and review your report, authorize repairs, manage inventory and view inspections. Your information is accessible whenever and wherever you need it and immediately available to print for binder insertion when required.

	SafetyScan * FireScan * SprinklerScan * BRForms * So	ppressionScan * Service Tickets * SprinklerScan - Lineage Legistics Sprinkler Inspection Report	8		•				
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8	Report Navigation	Download this report.	Download this report. <u>Email this report</u> name@emcor.ne		Distribute this report	L Device Editor		Merge Inspections	
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	Address:	Inventory & Warranty Report Installation Dates and Inventory of items in you	r building.						

#### **Navigating Your Inspection Report Online**

Specific information within your report can be found by utilizing the Navigation Console. The links within the console will take you directly to the corresponding section of the report. The consoles are conveniently located at the end of each section throughout the report.

#### WHAT CAN WE DO FOR YOU?

#### Northstar Fire Protection A Division of Shambaugh T: 2210.494.0028 northstarfire.com

## For more information contact:

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